

January 2019

Position Description: THE RE Store Retail Sales Staff

Come be a member of a team committed to having a positive impact on our community, enjoying the work we do and the people we get to interact with. Our customers and supporters are imperative to our success.

RE Sources is a non-profit environmental education and advocacy organization. Our mission is to promote sustainable communities and protect the health of northwestern Washington's people and ecosystems through science, education, advocacy, and action. Our vision is for people in northwest Washington to live satisfying lives in accord with the ecosystems we depend on — generation after generation. Current programs include The RE Store, Clean Water, Clean Energy and Sustainable Schools. The primary goals of The RE Store are to divert as much reusable material as possible from the landfill and to build a culture of reuse in our community.

Role

The Retail Sales position is key to the success of The RE Store. The role provides exceptional customer service to a large, diversified population. Individuals in this role thrive in a fast paced, dynamic, teamwork oriented atmosphere and are adept at handling a wide variety of unique inventory items, used building supplies and finished products. The major initiatives for 2019 will be:

- Work collaboratively with all RE Store staff, work trainees, and volunteers to create innovative, effective and safe systems for products and materials to flow easily in and out of each department.
- Participate in staff trainings and/or coaching opportunities to advance job performance and professional development.
- Create and maintain attractive displays and arrangements of merchandise on a daily basis

Responsibilities:

- Provide enthusiastic and attentive customer service.
- Provide assistance to customers in locating appropriate materials
- Lead customers in loading and unloading items to and from vehicles.
- Maintain departments for safety, display and ease of shopping.
- Maintain cleanliness of merchandise with help of staff and volunteers.
- Assist in managing the flow of materials into retail areas by providing guidance to fellow staff and volunteers.
- Assist in supervising and training RE Store work trainees and volunteers.
- Communicate with Managers and Receiving Staff to update moratoriums and shortages of merchandise.
- Attend monthly staff meetings.
- Follow and implement The RE Store safety plan.
- Learn all The RE Store policies and procedures as outlined in The RE Store Policy Manual and become familiar with our mission and practices.

Qualifications:

- Previous experience in customer service, retail sales, merchandising and displays.
- Knowledge of the value and uses of a wide range of building materials.
- Knowledge and experience with recycling, reuse and repurposing of previously used materials.

- Familiarity of local business community and local reuse/recycling programs.
- Ability to interact and communicate well with the public.
- Knowledge and experience in construction, trades or crafts.
- Experience in cash handling and operating a POS (point of sale) system.
- Commitment to the goals of The RE Store.
- Ability to work effectively in a fast-paced environment with constantly shifting priorities.

Accountability:

Reports to Darin McQuesten, The RE Store General Manager and Jason Wild, The RE Store Operations Manager.

Position Status/Compensation:

This RE Store Retail Sales Staff position is non-exempt, scheduled for 32 per week , with a starting wage of \$14.00 per hour. This position is eligible to participate in full benefits package which includes health insurance (medical/dental/vision) and a generous paid time off program.

How to Apply:

There are three ways to apply -

- 1) **Email resume and cover letter to: hr@re-sources.org, put "RE Store Sales Staff" in subject line.**
- 2) **Drop off resume and cover letter to the RE Store cashier, 2309 Meridian Street, Bellingham, WA.**
- 3) **Pick up an application at the RE Store cashier.**

We are motivated to fill the position with the right candidate, do not hesitate in applying!